

STUDENT SUPPORT and DISABILITY RESOURCES & SERVICES
DEPARTMENT WITHIN STUDENT AFFAIRS
DISABILITY RESOURCES & SERVICES

DRS Process Checklist

GENERAL INFORMATION	
Student Name:	
Student MEID:	
Intake:	___ / ___ / ___ with _____
DRS Phone Number:	(480) 857-5188
DRS Staff:	Juwanta Steed, Dawn Gruichich, Margaret Walker, and Danielle Samson

CHECKLIST		
<input type="checkbox"/>	Meet for Initial Intake appointment	
<input type="checkbox"/>	Log into DRS Connect	Refer to gray "Getting Started with DRS Connect" handout
<input type="checkbox"/>	Complete applicable Information Release Consent forms in DRS Connect	Refer to gray handout – Step One
<input type="checkbox"/>	Review Eligibility (your approved accommodations)	Refer to gray handout – Step Two
<input type="checkbox"/>	Request accommodations for your classes	Refer to gray handout – Step Three
<input type="checkbox"/>	Confirm your Instructors have received your FNLs	Refer to gray handout – Step Four
<input type="checkbox"/>	Review "During the Semester" section	Refer to gray handout – Step Five
<input type="checkbox"/>	Check your Maricopa Email and DRS Connect Dashboard at least once a week	
<input type="checkbox"/>	Become familiar with the Alternative Testing process. It is your responsibility to communicate with your instructor, the DRS Office, and the Testing Center should you need assistance	Refer to green "Alternative Testing Process" handout
<input type="checkbox"/>	Keep your copies of gray "Getting Started with DRS Connect", green "Alternative Testing Process", and blue "Student Responsibility and Qualification Requirements" handouts	All communication and notifications will be through DRS Connect and the student's Maricopa email



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